

MASONIC CHARITY FOUNDATION OF OKLAHOMA

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PROGRAM GUIDE

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January 2018

Dear Brother,

We know you have a lot to do. At the Charity Foundation, we're trying to make your work as simple and fast for you as we can when it comes to the programs of the Foundation.

This guide pulls together information on the following programs:

- Matching Funds (Community Matching Funds & Promises Matter Matching Funds)
- Promises Matter Grants
- Student of Today/Teacher of Today
- Masonry in Action Award
- Masonic Charity Foundation Photo Contest
- Senior Essay Contest
- High School Ethics Bowl

We want to make the whole process as clear and as unmysterious as possible.

If you have suggestions of ways in which we can make things easier and better for you and your Lodge, please let us know. We're always looking for ways to improve things.

Contact us: Masonic Charity Foundation of Oklahoma

Phone: 405-348-7500

Toll Free: 1-877-562-7667

Fax: 405-348-9031

Email: information@mcfok.org

Mailing Address: PO Box 2406, Edmond, OK 73083

Web Page: Home (<http://www.mcfok.org/>)

Foundation Programs (<http://www.mcfok.org/programs/>)

Online Forms (<http://www.mcfok.org/online-forms/>)

Make a Donation (<http://www.mcfok.org/donation/>)

Connect with us on Facebook! <https://www.facebook.com/masoniccharityok/>



MATCHING FUNDS

It's a Very Big Deal!

Sometimes we forget just how important Masonic Charity is, or how vital a role you play in it. But we can all be proud of what we accomplish. That's especially true of you because your processing of forms and requests makes the whole thing work.

Of all charities designed to help individuals:

*Masonic charity is the **oldest** still-existing private philanthropy in Oklahoma.*

*Masonic charity is the **largest** private philanthropy in Oklahoma.*

*Masonic charity **touches more lives** than any other private philanthropy in Oklahoma.*

*Masonic charity **meets a wider range of needs** than any other private philanthropy in Oklahoma.*

*Masonic charity is **available in more areas of the State** than any other private philanthropy in Oklahoma.*

*The Matching Funds Program provides your Lodge the opportunity to help meet the needs of your town and of non-Masons (**Community Matching Funds**) and the needs of members of the Masonic family (**Promises Matter Matching Funds**). In this guide, you will see how to access both of these funds for the charitable projects of your Lodge.*

Thank you for your efforts to make Masonic compassion real in the lives of others.

The Masonic Charity Foundation of Oklahoma



Matching Funds

Answers to Frequently-Asked Questions

Why do we have a Matching Funds Program in the first place?

Long before there were other charities "out there," Masons were helping people, so it's not surprising that we commit to charity. But just as many people "fall through the cracks" in various governmental programs, they can fall through the cracks in charitable programs, too. It's hard for state-wide organizations to meet local needs. That's where your Lodge comes in. **You can find the local human needs and opportunities and help to meet them.** And we want to help you do that. The Matching Funds Program is our way of making charity personal.

How do we request Matching Funds?

Simply fill out a Matching Funds application and submit your application in one of three ways:

- Mail completed form to PO Box 2406, Edmond, OK 73083
Online fillable forms are available at <http://www.mcfok.org/online-forms/>
(The form requires signatures by the Secretary & Worshipful Master and must have a Lodge seal)
- Or, Scan and email: information@mcfok.org
- Or, Fax: 405-348-9031 (**NOTE: If you email or fax your application, DO NOT MAIL THE ORIGINAL.**)

If using the online fillable form, simply click on "*online forms*" & scroll down to "*Matching Funds Application Form*." **Remember to complete the box on page 1 if the application is for a Master Mason, wife, widow or mother of a Mason, minor child or female member of the Order of the Eastern Star.** Or, call our office to request a form be mailed directly to your Lodge: (405)-348-7500 or toll-free 1-877-5-MASONS. (1-877-562-7667)

What happens in the Foundation office when a request is received?

All completed applications will be voted on by the Matching Funds Committee.

What is this Committee and what do they do?

It's called the **Matching Funds Committee**. It's made up of Board Members of the Masonic Charity Foundation.

They vote on all applications. There are several members of the Committee. An application must receive a majority of "YES" votes to be payable.

Matching Funds - Continued

Answers to Frequently-Asked Questions

Do applications get turned down?

The great majority go right on through with no problem at all. Sometimes, we have to contact the Lodge and ask for more information. In a few cases, the Committee will decide that an application doesn't fit the rules (see **A FEW RULES** section.) In that case, we'll notify the Lodge that we can't match funds on that request.

Is there any way to tell in advance which applications may get turned down?

You can get a pretty good idea. Take a look at **A FEW RULES**, and also at **PARTNERSHIPS**. But there's no way to make certain in advance. The reason is that some things appear on the surface as if they don't qualify but may do so after additional clarification is provided. Look at the section of this material titled **SHADES OF GREY**.

If you're not sure if something will qualify, please call us in advance and ask. We'll try to work with you. Service is our only reason for existence.

We hope this information will help make your application process faster and easier and less frustrating. Remember, we're all Masons together, working for the same goals.

Helpful Suggestions When Advertising Your Fundraiser:

1. **NEVER advertise in advance that the Lodge will be receiving Matching Funds.** Doing so will save your Lodge embarrassment if the Matching Funds application is denied.
2. **In your advertisement,** remember to use the word **Masonic** or **Masons** when referring to the Lodge so that the community is aware that the Masons are involved.



MATCHING FUNDS - A FEW RULES

Why do we have to have rules in the first place?

It's a fair question. We have rules mostly because of the I.R.S. It's important that we keep our status as a tax-exempt Foundation. That way, money people give us is deductible for them, and we don't have to pay income tax on the money earned by the Endowment Fund. To keep that status, we have to play by their rules. A few of the rules don't come from the I.R.S., but they are rules to ensure that Lodges have an equal opportunity to get Matching Funds and that the projects reflect well on the fraternity.

Is there a minimum amount?

Yes, for cash presentations the MINIMUM amount per recipient the Foundation will consider is a request for \$100, making a total gift of \$200 including Matching Funds per recipient.

What are the acceptable sources of funds to be matched?

There are three basic ways that money can be raised and be eligible for Matching Funds.

- The Lodge can vote the money out of its treasury.
- The Lodge members can "pass the hat."
- The Lodge can hold a fund-raiser.

The first two are obvious, but the third one is not quite so clear.

If the Lodge solely holds a fund-raiser -- a garage sale, a pancake dinner, there's no question that the funds qualify for matching. Or, if the Lodge puts out mason jars on the counters of local stores, with a sign which says something like "ABC Masonic Lodge is raising funds to support Little League, Please Help" the funds so raised are eligible for Matching Funds.

Or a Lodge can work with some other organization to raise money for a project. See the section marked **PARTNERSHIPS**.

But some sources of money do not qualify.

1. Funds you receive from some other Masonic organization or foundation do not qualify for matching. There is nothing to keep you from accepting such funds for your charitable use, but they cannot be matched.
2. You cannot match funds raised by means which are contrary to Oklahoma Masonic law or Oklahoma state law. This includes poker, poker runs and casino nights unless a license or permit has been obtained from the ABLE Commission. Also, due to a change in the state law, money raised by a raffle is now eligible for Matching Funds.
3. Also, money can't be "laundered" through the lodge for a person or an organization to "double" their money. (See the **Strings Attached** section)
4. Electronic online sales using a third party vendor, such as Go Fund Me, are not eligible for Matching Funds.

MATCHING FUNDS - A FEW RULES - continued

Are there projects which won't qualify?

There are a few. Remember that the purpose of the program is to support activities which are charitable, educational, or contribute to the welfare of others.

1. **Celebrations do not qualify** if the purpose is simply a celebration. For example, if a Lodge wants to give funds to the community to help fund a fireworks display for the 4th of July the Lodge can do so, but cannot apply for Matching Funds.
2. **Contributions for sectarian purposes do not qualify.** Thus, funds to send a child to a church camp or on a mission trip would not qualify unless the purpose of the camp or mission trip is non-sectarian. If for example, it is a camp for disabled children of all faiths which just happens to be run by a church, it probably would qualify.
3. **Contributions to the Chamber of Commerce do not qualify** since the purpose of the Chamber of Commerce is commercial, not charitable.
4. **Contributions to commercial enterprises do not qualify.** Giving money to some local store to help get it "over the hump" will not qualify for funds because the purpose is not charitable or educational.
5. **Contributions to support or create monuments or war memorials** are not eligible for Matching Funds.
6. **Contributions for flags at cemeteries to honor deceased veterans, grave markers or flowers for cemeteries** are not eligible for Matching Funds.
7. **Projects to benefit the Lodge do not qualify.** It's a matter of law, again. If the Lodge needs a new roof or new carpeting or some such thing, Matching Funds can't be used.
8. **Money used to purchase ads does not qualify,** unless the ad is to support any youth organization such as Rainbow, DeMolay, Job's Daughters, Boy Scouts, Girl Scouts, youth softball teams, etc.
9. **Contributions to other Masonic organizations, foundations, etc. will not qualify for matching.** The only exception is contributions made by your Lodge to the Youth Orders.
10. **Meals are not considered charitable or educational thus are not eligible for Matching Funds.** Some policy of restricting Matching Funds for meals has been in place from the beginning of the Matching Funds program because the Fraternity is so centered around Lodge dinners. This ruling on not funding meals includes, but is not limited to, teacher/student appreciation meals, awards banquets, booster club meals for students, etc. This is not to be confused with nutrition programs such as Meals on Wheels, Nutrition Program at Senior Citizens Centers & Public Schools, Food for Kids Backpack Program, etc. The "nutrition" programs are considered charitable and are eligible for Matching Funds. Please note that it is still permissible for the lodge to use the sale of food as a fundraising tool.

MATCHING FUNDS - A FEW RULES - continued

- 11. Capital Improvements:** Improvements to properties not owned by a 501 (c) (3) organization are not eligible for Matching Funds.
- 12. Letter jackets, championship rings & trophies:** these items are not considered charitable or educational.
- 13. Promotional Cards:** These are cards which are typically sold by football players, basketball players, booster clubs, etc. that can be purchased for a small fee in exchange for savings at various establishments within the community will not be considered as a fundraiser thus proceeds from such an event are not eligible for Matching Funds.
- 14. Private Music Lessons** are not eligible for Matching Funds.
- 15. Retroactive requests:** A lodge must make application and receive the funds from the Foundation BEFORE presenting any funds to the charities. Therefore, any “retroactive” requests will be denied.

In no way does this mean that the Lodge should not be involved in the above projects, it simply means the projects are not considered charitable or educational; therefore, they are not eligible for Matching Funds.

A “cap” has been placed on the following projects: A \$500 Matching Funds cap has been placed on the following projects:

1. After Prom events
2. Project Graduation
3. Project Safe, etc. (This includes any “lock-in” event which is held for the students.)

The cap means a lodge can apply for up to \$500 in Matching Funds for any of the events mentioned above.

But many things fall into a grey area. For example, a program to teach fireworks safety to children as part of a 4th of July program probably would qualify. **Be sure to read the Shades of Grey section for a few other sources of funds which won’t qualify.**

MATCHING FUNDS - A FEW RULES - continued

Are there any general guidelines for things which will qualify?

Yes, but note that the word IS "GENERAL."

Matching Funds are available to every Oklahoma Lodge to help it meet both its fraternal obligation & community needs.

Promises Matter Matching Funds helps meet the fraternal needs. Monetary contributions from a Lodge to any needy Oklahoma Master Mason, wife, widow, mother of a Mason, minor child or female member of the Order of the Eastern Star are eligible for assistance through the Promises Matter Matching Funds program. Remember to complete the box on page 1 if the application is for a Master Mason, wife, widow or mother of a Mason, minor child of a Mason or female member of the Order of the Eastern Star.

Community Matching Funds can meet many diverse needs such as:

1. **Programs which are sanctioned by the schools** will qualify. Thus contributions for band uniforms, athletic equipment, etc. are OK.
2. **Programs which aid in education** such as Adopt a Teacher, Adopt a Class, Literacy programs, scholarships, library books, etc. qualify.
3. **Programs which help someone in need** qualify. Assisting with utility bills, medical expenses, special equipment such as wheelchairs, or walkers would qualify, as would food kitchens, shelters, etc.
4. **Community cultural or educational events or programs** usually qualify.
5. **Programs which benefit the youth** qualify, such as support for Little League, etc.
6. **Programs which benefit the elderly**, such as senior citizen centers, meals on wheels, transportation, etc. qualify.
7. **Programs which are of public benefits**, such as equipment for volunteer fire departments, generally qualify.
8. **The following organizations or items are also eligible for Matching Funds:** Masonic Service Association, Vizavance (formerly, Prevent Blindness Oklahoma) and the Payne Education Center.
9. **Child Identification Program (C.H.I.P.)** – the program uses cutting-edge technology to provide parents with a sure means of identifying their child in the case of abduction or another emergency in which positive ID is essential. (A CHIP invoice must accompany the lodge's Matching Funds request.)

AND THERE ARE MANY OTHERS; CALL US IF THERE IS ANY DOUBT

MATCHING FUNDS – QUICK REFERENCE GUIDE

Everyone wants their application for Matching Funds to go through quickly and with as little hassle as possible. We want that, too.

Quick Test for all Lodges on Matching Funds:

1. Make sure the project qualifies for Matching Funds. Is the recipient *charitable or educational*? See “A FEW RULES” section of these materials.

2. Make sure the source of funds qualifies for Matching Funds. Was the Lodge actively involved in raising funds? See “A FEW RULES” section.

3. Give us as much information about the project as possible. The more you tell us, the less likely we are to have to write or call you for more details.

Let’s take a look at some common one-word responses we receive and why there wouldn’t be enough information to process your request, delaying payment to your Lodge:

Band Uniforms: Did the Lodge pay to have them cleaned? Did you help buy new ones?

Camera: For the highway patrol? For a high school journalism class?

Shelter: A bus shelter? A shelter for battered women? A shelter for the homeless? A lean-to attached to the side of the Lodge?

- 4. Give us information about the source of funds.** Let us know if you passed the hat or voted funds from the Lodge treasury. If there was a fundraiser, describe the fundraiser (i.e., bean dinner, pancake breakfast, silent auction, garage sale).
- 5.** If the project was a **partnership** with another organization, the partnership section of the application must be completed.
- 6. Before submitting your application, be sure your application is filled out,** including **attaching copies of fundraising flyers, tickets, newspaper articles, etc.** These attachments are necessary, even if your Lodge did this exact fundraising event in a previous year.
- 7.** Once you have received a Matching Funds check and funds have been presented, please fill out and send in the **Completion Form** as quickly as possible.

The Completion Form is a critical part of our audit documentation. They are the documents we show to the IRS auditors to prove that the funds of the Foundation are being used for charitable or educational purposes which conform to the tax codes. If the form is not returned promptly, your Lodge’s Matching Funds account will be frozen until the delinquent form is received.

MATCHING FUNDS - FORMING PARTNERSHIPS

Partnerships are a great way for a Lodge to be active in the community. Working with others to raise funds to meet community needs or to benefit some unfortunate citizen with a medical emergency, etc., makes the Lodge a player in the community and gets exposure for the Fraternity, as well as meeting a local need.

When forming “partnerships” with other organizations, the lodge must do more than vote to apply for Matching Funds and have 1 or 2 members show up during the event. The lodge members must be involved in some portion of the event itself, and the public must be aware that the Masons are involved (this comes from flyers, newspaper articles, tickets, etc.) A pass-through or laundering of funds is prohibited.

There are some special considerations in a partnership arrangement.

1. The purpose must meet the general rules of the Matching Fund program. You can't get funds for a partnership to do something for which the Lodge could not apply for funds by itself.

2. It must be a partnership. That means that both the Lodge and the Partner must be fully involved with the project. See “What is a Partnership?” below.

3. Because the purpose of the Partnership Program is to encourage Lodges to work with other, non-Masonic organizations in your town, the Partnership cannot be with another Masonic organization, Order, or Foundation - except for the Youth Orders.

4. While most partnerships are between a Lodge and another community organization, it is possible for:

- 2 or more Lodges to actively work together on a single project to raise money for a charitable or educational endeavor.
- However, each Lodge must actively participate in the planning sessions for the fundraiser. Make certain that each Lodge feels the project is either charitable or educational. Determine the outline of the project and present to each Lodge for a vote.
- Once approved, verify that each Lodge is properly represented in all advertising posters, tickets, and news releases.
- Determine how the money will be handled. This is a frequent problem. It is suggested that the financial issue is put on a letter agreement signed by the representatives of each Lodge involved. It should cover which Lodge will collect the money, when and by whom it will be counted, how the expenses will be paid (net from proceeds, paid individually in advance, donated, etc.) and how and when it will be divided between the participating Lodges and how and when it will be presented to the recipient. A copy of this letter should be given to each Lodge so that it can be sent along with their request for Matching Funds to the Foundation. **We must have a clear picture of the total amount raised during the fundraising event, how the funds were divided among each Lodge involved in the fundraiser, how much each Lodge will be seeking in Matching Funds and the total each Lodge will be giving to the recipient.**

MATCHING FUNDS - FORMING PARTNERSHIPS – continued

No applications will be submitted to the Matching Funds Committee until ALL applications have been received from each of the partnering Lodges. This allows the Committee to see the total picture at one time.

WHAT IS A PARTNERSHIP?

Just as the name implies, it means that both partners have been involved. Both the Lodge and the other organization(s) need to have contributed something to the project.

For example - **THIS IS NOT A PARTNERSHIP:**

The Lions Club is creating a park in town for the city children. They go out, raise the money, and plan the park. A couple of the Lions are also Masons. They get the Lions Club to give some of the money the Lions raised to the Lodge so that the Lodge can use it to apply for Matching Funds to give to the park.

That's simply a pass-through or laundering of money. The Lodge, as a Lodge, didn't do anything except vote to apply for funds.

BUT THIS IS A PARTNERSHIP:

The Lions Club decides to create a park. A couple of the Lions are also Masons, and they think the Lodge should be involved. After getting permission from the Lions to talk to the Masons, they bring it up in Lodge. The Lodge votes to work with the Lions on the project. The two clubs hold a planning meeting. It is agreed that they will do a joint fundraiser.

The Lions Club has pancake dinners all the time; they have the equipment and the know-how.

It is agreed that both groups will sell tickets (the tickets say "Lions and Masons Pancake Supper, proceeds to benefit new park"). The Lodge agrees to rent the space for the dinner. The Lions Club will do the cooking. The Lodge members will help set up the tables, clean up afterward, serve in the serving line, and greet people at the door. The two groups will split the costs of supplies, printing, etc., for the event.

Both groups are fully involved. That's what makes the difference. That's why the Partnership application asks you to indicate what percentage each group did. Obviously, we can't put suggestions for all possible fundraisers on the form; some are dinners, some are auctions, some are car-washes, etc. Estimate percentages on as many of the lines as apply, and then use the blank lines to tell us what each group did.

It helps with the application process if you include tickets showing both groups as participating, or copies of flyers distributed in the community, or copies of newspaper stories in which both the Masonic Lodge and the partner are mentioned as sponsoring the event. Anything you have which shows the involvement of both groups will help the processing go faster.

MATCHING FUNDS - FORMING PARTNERSHIPS – continued

Does the involvement of the Lodge have to be 50/50?

There's no practical way to tell what 50/50 is. For dinner, how do you balance cooking against serving and cleaning? For a garage sale, how can you tell how much junk each group brought to be sold?

We ask the Lodge to be involved in the partnership.

If, when you look at it written out on the application, it seems that the Lodge effort is a little light, but you know that there were circumstances which made that bigger than it looks, tell us about it on the application. We're happy to work with you to get all the information.

Most partnership questions are clear-cut, but a few are uncertain. See the *SHADES OF GREY* section of these materials.



MATCHING FUNDS

SHADES of GREY

Life would be easier for all of us if every situation were clear-cut and clean - and almost no situation is. Many applications for Matching Funds fall into a grey area of one sort or another.

The best we can do is to admit that those areas exist, try to explain where they are, and then point out that they turn, ultimately, into judgment calls. The more information you can give us, the better judgment we can make.

Grey areas frequently arise because of the nature of an event.

Some examples:

We do not match funds for contributions to the Chamber of Commerce--that's a commercial venture to improve the business in a town. **But, suppose the Chamber of Commerce is sponsoring a drug awareness program in the schools and the Lodge wanted to contribute to that program.** That would probably qualify to match because the purpose is not commerce, the purpose is drug education.

We don't support youth church camps or mission trips. **But if a camp is for disabled or disabled children, regardless of religious affiliation, in which no effort is made to convert them to a denomination, and it just happens that a church runs the camp as part of its community outreach program, sending a child to such a camp would probably qualify.**

We don't match funds for projects which are the responsibility of some unit of government. So we won't help buy a fire truck for Oklahoma City because it's big enough to raise the taxes and buy one for itself. **But suppose a town of a couple of thousand people needs a fire truck for its volunteer fire department.** The tax base simply isn't there for the town to buy one, and we'd probably match funds to help.

There are many projects which we would consider matching in small towns which we wouldn't match in larger communities. Traffic control signs, street lights, and ambulance equipment are some examples.

We select by the size of the community because, in small communities, the service simply can't be provided unless individuals raise funds and do it themselves. That may not always be fair, but neither does it seem fair to deny a fire truck to a town of 1,200 people just because a town of 1,000,000 can afford to buy one themselves.

Matching Funds – Shades of Grey – continued

In trying to make sense of the grey areas, remember that we must ask these questions:

- a. Does it fit as a charitable or educational need?**
- b. Does it have a benefit other than entertainment or celebration?**
- c. Does it meet a safety or social need for the community?**
- d. Is it the sort of project with which we want the Masonic fraternity associated?**

It's not that we "take off our Masonic hats" when we make these decisions. We know that a Mason is always a Mason, but sometimes we have to add other considerations to the mix, such as the requirements of the law.

Celebration vs. Service

We don't match funds for a community celebration. Celebrations are good and important to the life of a community, and we all encourage Lodges to be a part of them. But the use of tax-exempt charity funds through the Foundation is a problem. There needs to be some value past entertainment.

But suppose as a part of the community celebration, the Lodge wanted to have a booth (or support a booth by some other organization) where children could experiment with painting or making pots, or some other art or craft. Or suppose that as part of the Centennial celebration of a town, a book on the history of the community is being prepared and the Lodge wanted to help sponsor that book. Or that as part of the celebration a park is being developed which will commemorate the history of the area and provide a place for recreation; or that a community holds a festival each year which brings in exhibits of history or American Indian culture or some other such educational event. Participation in those events might be eligible for Matching Funds.

The best way to be sure is to call the Foundation and check it out.

MATCHING FUNDS - STRINGS ATTACHED

A grey area can be caused by the source of funds. Any person or individual has the right to give money to a Lodge and say "Use this for some good purpose." No problem. The problem arises when people start attaching strings.

Not all strings are a problem. Someone gives the Lodge money and says "Use this for a scholarship." Again, the funds could be matched and used for a scholarship with no difficulty. **BUT** if that same person gives the Lodge money and says, "Get this matched and give a scholarship to my niece, Susie Que," that isn't eligible for Matching. The Lodge is simply serving as a source through which he can give extra money to his niece. The grey area is in between the two, if he says, "Give the scholarship to someone who wants to go to OSU to study accounting," that's not a real problem because the courts have ruled that is legal. But if he says, "Give the scholarship to someone who wants to go to OSU to study accounting, who is a girl, aged 18 years, nine months, seven days, whose initials are S.Q. and who has a grade point of 3.87," the answer is "no."

A group of parents of Little League players come to the Lodge and say, "Here's \$100, go do with it what you want." No problem. But that same group comes to the Lodge and says, "Here's \$100, have it matched and give us \$200--you'll get the credit and won't have to do anything"---again, no. That's not giving money to the Lodge, that's attaching strings and telling the Lodge how the money is to be spent. That's laundering.

Again, the best advice we can give you in the Grey Areas is this:

**CALL THE FOUNDATION
AND LET'S TALK ABOUT THE PROJECT IN ADVANCE.
SOMETIMES A LITTLE EXTRA INFORMATION
CAN CLEAR UP A LOT OF GREY.**

(405) 348-7500

MATCHING FUNDS - COMPLETING THE PROCESS

The final step in the Matching Funds process is the **COMPLETION FORM**.

We know it's probably the hardest part of the process to get done. The shouting's all over; the project is completed, the check has been presented, everybody's relaxed and ready to sit back for a bit or to go on to the next project. But, there is still work to be done. The Completion Form is an important part of the process for these reasons:

- * **It provides documentation we can provide to the I.R.S.**
- * **It lets us clear our books of the contribution.**
- * **The information you provide is helpful in preparing the Foundation's Annual Report and in getting publicity for your Lodge.**
- * **It helps in our budget planning for the next year.**

So please, as quickly as you can after the event, fill out the form and send it to us.

We especially appreciate those who send photographs and newspaper clippings. You've seen some in this booklet--the photographs can tell a powerful story.

**Thanks for your help.
And thanks for the work you are doing for Masonry.**

MASONIC CHARITY FOUNDATION OF OKLAHOMA

P.O. BOX 2406 • EDMOND, OKLAHOMA 73083 • (405) 348-7500
TOLL FREE 1-877-5-MASONS FAX (405) 348-9031

APPLICATION FOR MATCHING FUNDS

In order to qualify for Matching Funds, the LODGE must be actively engaged in raising the money to be matched.

The Lodge then votes to contribute the funds from the Lodge operating account. **THE PRESENTATION MUST NOT BE MADE UNTIL MATCHING FUNDS ARE RECEIVED**, at which time the total gift should be made in the name of the local Lodge only (except in the case of a Partnership). This is in order to receive maximum publicity for your Lodge.

Today's Date: February 6, 2017

LODGE INFORMATION

Lodge Name & Number: Lively Masonic Lodge 600

Lodge Mailing Address:

1 Main Street

(street address or P.O. Box)

Lively, OK 73000

(City, State & Zip)

RECIPIENT INFORMATION

In order to qualify for Matching Funds the recipient must be charitable or educational.

Name(s) of Recipient: Meals on Wheels

If recipient is an individual, is he/she 55 years of age or older? yes no

Because *Promises Matter* in Masonry, we owe a special duty to aid and assist our Masonic family.

Is recipient: ☐ Master Mason ☐ Mason's Wife ☐ Mason's Widow ☐ Mason's Mother

☐ Eastern Star (female)

☐ Masonic Orphan (minor)

Explanation of Need (why is it charitable or educational): Meals on Wheels provides a nutritious meal, companionship and a watchful eye on the health and safety of our seniors.

Funds to be used to provide nutritious meals to the elderly in our community.

Date of Presentation: When funds are received

(Give specific date or "when funds are received")

Please allow approximately **10-14 days** from receipt of Application for presentation date. This is necessary for committee action and U.S. Postal Service time.

SOURCE OF FUNDS

The Masonic Charity Foundation can only match funds raised by the Lodge. This can be done in any of 3 ways, or by a combination of approaches:

1. The Lodge can vote the funds out of the Lodge treasury.
2. The brethren of the Lodge can "pass the hat".
3. The Lodge can go out into the community to raise the money.

Please show below the source(s) of the funds the Lodge is contributing to be matched.

\$ 200.00 Lodge Treasury
\$ 160.00 Pass the Hat
\$ 940.00 Fundraiser (Describe fundraiser below)
\$ 1,300.00 Amount Lodge is contributing (from Treasury, Pass-the-Hat and/or Fundraiser)
\$ 1,000.00 Amount the Lodge is requesting to be matched
\$ 2,300.00 Total amount to be given to recipient(s)

Describe lodge fund-raiser (ie: breakfast, dinner, auction, bake sale, etc. & where event was held)

BBQ Dinner was held at the Lodge on January 28th. The net profit from the BBQ dinner was \$640 + \$300 from pie & cake auction

(Enclose any newspaper articles, flyers, fund-raising tickets, etc. that show the Lodge involvement in the fund-raiser. The more information received from the Lodge the better able is the committee to make a decision.)

\$ 300.00 Special donations & other special sources during the fund-raiser

Describe Source: Community members donated pies and cakes for auction during the dinner.

2-4-17 Date of stated meeting vote to request Matching Funds to help the recipient.

Is emergency action required? Yes _____ No ☒

SIGNATURES

(Sec. Signature)

Bob Hodguy

(W.M. Signature)

Stan Mason

(Daytime Contact #)

918-555-5050

(Daytime Contact #)

918-555-0101

SEAL

TO BE COMPLETED ONLY IF LODGE PARTNERS
WITH ANOTHER ORGANIZATION

In order to qualify for Matching Funds, the Lodge as a Lodge MUST be actively involved in the Partnership with the other organization(s).

A Partnership Program is one in which the Lodge works with other organizations to raise funds and accomplish some goal. The goal must meet the same requirements as if the Lodge were to apply for Matching Funds without a partnership.

List the name(s) of the Partners with whom the Lodge is cooperating:

In order to consider the request, the Charity Foundation needs to know in what ways the Lodge participated in the partnership. Below is a list of activities. Please mark those which apply, showing the percentage of work done by the Lodge and the percentage of work done by the partner(s). Please use the blank lines to indicate activities not listed.

35%	Sold Tickets	65%
100%	Bought Supplies	0%

Please list any special events or publicity in connection with the fund-raising event.

Flyers were posted around town. Event was also announced on local radio.

PLEASE NOTE: The request must comply with all the rules and conditions listed on page 4 of this form, with the exception that in Conditions (F) and (G) the presentation of the check will be made in the name of the Lodge and the Partner organizations when appropriate.



BBQ DINNER & CAKE & PIE AUCTION
To Benefit
MEALS ON WHEELS

Sponsored by Lively Masonic Lodge & Meals on Wheels
to provide nutritious meals to the elderly in our community.

Come join Lively Masonic Lodge & Meals on Wheels for a delicious rib
dinner. The dinner a cake/pie auction to be held as follows:

When: Saturday, January 28, 2017

Time: 5:00 p.m. - 8:00 p.m.

Where: Lively Masonic Lodge
1 Main Street, Lively, OK

Price: \$5.00 for Adults or \$2.00 for Children under 12
(All donations are welcome!)

Tickets can be purchased at the door or in advance by calling Lively Masonic
Lodge (555-5050) or Meals on Wheels (555-2017).



An assortment of cakes & pies will be auctioned during the event.
(Anyone wanting to donate a dessert for the auction can drop the dessert by
Lively Masonic Lodge on Friday, January 27th from noon - 5 p.m.)

COMPLETION FORM

For

Matching Funds & Grants

PLEASE COMPLETE IMMEDIATELY AFTER PRESENTATION
& RETURN TO:

Masonic Charity Foundation, PO Box 2406, Edmond, OK 73083

or

Email as an attachment to information@mcfo.org

MATCHING FUNDS

(Complete this section for any Community or Promises Matching Funds received)

This is to notify and certify that the Masonic Charity Foundation contribution of \$ 1,000.00
(amount matched)
was matched by Lively Lodge No. 600, presented

on: 2/27/17 for: Meals on Wheels
(Month, day & year) (Name of Recipient)

This amount plus our contribution made the total presentation equal \$ 2,300.00
(total amount presented)

GRANTS

(Complete this section for any Promises Matter Grant funds received)

This is to certify that _____ Lodge/Chapter No. _____
(Lodge or Chapter Name)
received a check in the amount of \$ _____ from the Masonic Charity Foundation that was
used entirely to assist _____ as was outlined in
(name of needy member)
the grant approval letter. If different, summarize the expenditures on a separate sheet.

SIGNATURES

Bob Hoodguy
Secretary

Stan Mason
Worshipful Master or Worthy Matron

Date: February 27, 2017

S
E
A
L

(If available, send photos for possible use on our website or Annual Report, along with any newspaper coverage, etc.
Digital photos may be emailed to us at information@mcfo.org)

(revised December 2009)

Promises Matter

The “Promises Matter” program has multiple parts:

- 1. Promises Matter MATCHING FUNDS** (use Matching Funds application, page 18)
- 2. Promises Matter GRANTS** (use Promises Matter Grant application, page 27)
- 3. EMERGENCY Promises Matter Grants for natural disaster** (\$1,000 grant, no application required; please contact our office.)

Who is eligible for Promises Matter?

- **Master Masons and their wives and minor children**
- **Widows of Master Masons**
- **Female members of Order of the Eastern Star**

Who is NOT eligible for Promises Matter?

- Entered Apprentices and their wives and dependent children
- Former widows of Master Masons who are now re-married to a non-Mason
- Children of Masons who are over 18 or otherwise independent
- Grandchildren, unless they are a dependent of the Master Mason/Widow/OES female
- Male members of Order of the Eastern Star, unless they are Master Masons
- Members of DeMolay, Rainbow, or Jobs Daughters unless they have another connection to the Masonic family which deems them to be eligible.

What purposes are acceptable uses for Promises Matter grants?

Promises Matter programs can be used for any *charitable or educational* benefit to a Master Mason or his wife/minor children, or for a female member of Order of the Eastern Star.

Charitable or educational benefits include scholarships, medical bills, groceries and utilities, funeral expenses, and necessary home repairs.

Emergencies due to a natural disaster: If a member is completely displaced from their home due to fire, flood, storm, etc., emergency grants of \$1,000 are available to help with immediate expenses. These grants require the lodge secretary (or his agent) to personally verify the extent of damage and call our office with a request for assistance. If further assistance is required, the lodge may follow up with a Promises Matter Grant application to request additional assistance. Why \$1,000? Many homeowners insurance policies have a deductible of \$1,000. The emergency grant is intended to be emergency assistance, not a substitute for insurance.

Expenditures NOT considered to be charitable or educational include payment of expenses for an individual who is not deemed to be ‘needy,’ any expenditure which directly benefits the lodge or chapter, and benefits which are available via a governmental assistance program.

Promises Matter - continued

Should I use Promises Matter Matching Funds or a Promises Matter Grant?

Both should be used:

1. First, a lodge should seek to care for the individual directly via treasury funds, a 'pass the hat,' or fundraiser. Apply for Promises Matter Matching Funds. Up to the full \$12,500 of a lodge's annual Matching Funds budget may be used for Promises Matter.
2. If the need is larger than what the lodge/chapter can raise on its own, a Promises Matter Grant should be considered for the remaining need.
3. *If the need is great, the application for Matching Funds and Promises Matter Grant may be submitted simultaneously.*

General guidelines for Promises Matter GRANT requests:

This section relates directly to Promises Matter GRANT requests. For further information regarding Promises Matter MATCHING FUNDS requests, please see the general section for Matching Funds starting on page 4.

The Promises Matter Grant is intended to be a one-time grant which solves the applicant's problem or provides a long-term solution. It is not intended to be a monthly subsidy or substitute for responsible financial behavior.

Like other Foundation programs, the Promises Matter program works directly through the lodge, NOT through the applicant.

Responsibilities of the lodge/chapter:

- Vote on the application at a regularly stated business meeting
- Perform proper due diligence to document that the need is valid and charitable
- Attach a letter or memo describing the need and actions taken
- Work with the applicant to fill in the requested information
- Make an effort to contribute to the need *before* applying for grant funds

Responsibilities of the applicant:

- Provide complete and accurate information, including subsequent requests
- Sign the financial information
- Sign the Authorization to Negotiate. This permits a representative of the lodge or Masonic Charity Foundation to make payments on their behalf or in some cases negotiate lower payment amounts.

Promises Matter – continued

What purposes are usually acceptable?

The grants are provided to help satisfy a basic need, such as food, shelter, or wellness. However, keep in mind the grant is intended to be a one-time request.

Possible requests:

- A sister is on social security which provides only for her most basic expenses. She needs dentures but has no means to pay for them. *Request:* obtain two (2) estimates of cost; request reasonable payment of needed care.
- A brother was injured on the job and will be unable to work for three months. His wife works, but her income is not sufficient to cover all of their monthly expenses. *Request:* review monthly budget; request amount required monthly for essential items. Indicate the required duration of three months.
- After years of cancer treatment, a brother is in remission but finds himself unable to meet his monthly financial obligations due to large medical bills. His insurance has paid the appropriate portion, and the brother has negotiated lower amounts or made payment arrangements where possible, but it isn't enough. *Request:* Frequently, medical bills become so large that a Promises Matter Grant is not a practical solution. In these cases, it is wise to look at the applicant's overall debt/equities. Is there a smaller debt that could be paid with grant funds to allow the applicant sufficient room in their budget to make monthly medical payments? Or, are the debts so large that bankruptcy is a more reasonable solution? Grant funds can provide smaller debt relief or may pay the legal expenses for a bankruptcy filing.

Requests likely to be denied:

- A brother has become disabled and is no longer able to work. He has applied for disability but has been told it will likely take two years or more to complete the filing. He previously made a nice living and has significant equity in his home/assets, but he does not wish to give up his home or lifestyle. He is requesting assistance with monthly household expenses until his disability subsidy is approved. *Denial reason:* The Promises Matter Program is not intended to be a long-term solution or a lifestyle subsidy. *Charitable* need only exists after other available resources have been utilized.
- A sister is no longer able to care for herself and must move into a nursing home. She has requested a grant to cover nursing home expenses. *Denial reason:* government programs are available to provide this need. Grant funds are intended to fill needs which cannot be met by government assistance programs.

Promises Matter - continued

Common errors and delays in grant applications:

- **Incomplete financial information.** ALL application fields should be completed or marked N/A.
- **Inconsistent financial information.** If the application lists a mortgage or vehicle payment, it should also list the approximate outstanding balance of the mortgage/vehicle loan. Similarly, if credit payments are listed, the remaining balance of those credit accounts should be listed.
- **Inaccurate household income.** Income for ALL persons living in the household should be listed including social security, retirement income, disability, child support, workers compensation, and salaries. The program does not have formal income eligibility guidelines; the review committee seeks to understand the household's complete financial situation.
- **No attached memo from the lodge/chapter.** The lodge/chapter is expected to provide the reviewing committee with a full picture of the applicant's situation. How did the need arise? Is it expected to recur? Will this fill the need, or will the applicant need help again in a few months? As a general guideline, consider what background information you would want to know if you did not know the applicant and were deciding on this application.
- **The amount requested has been left blank.** Sometimes, a lodge doesn't know what to ask. However, the program is not a blank check; the lodge has to ask for *something*. If you aren't sure what to ask for, call our office to discuss the application. Many times, we can offer suggestions over the phone which the lodge can discuss before making an application.
- **Failure to take other appropriate actions first.** Grants must serve a *charitable* purpose. If an applicant needs assistance paying medical bills, but the applicant shows significant home equity/recreational vehicles/financial resources, the need is not yet charitable. Grants are intended to offer assisted when other available means and resources have been exhausted.
- **Unreasonable amounts.** When appropriate, provide cost estimates from multiple sources.

PROMISES MATTER GRANT APPLICATION CHECKLIST

- ☐ All application fields are complete
- ☐ All signatures are in place
- ☐ The lodge has attached a letter explaining the circumstances and attesting to charitable need
- ☐ The lodge has already contributed to the need
- ☐ The lodge is requesting a specific dollar amount
- ☐ If appropriate, multiple estimates of cost are included

Questions? We are here to help, and we know grant applications can be tricky!
Call us at 405-348-7500 and let's discuss the situation.

MASONIC CHARITY FOUNDATION OF OKLAHOMA

P.O. Box 2406 - Edmond, Oklahoma 73083

Telephone: 405-348-7500 Toll Free: 1-877-562-7667 Fax: 405-348-9031

MASONRY MEANS . . . PROMISES MATTER!

Financial Assistance Application for a *distressed* Oklahoma Master Mason, his Wife, Widow, or Mother; or a Masonic Orphan; or a female member of an Oklahoma Eastern Star Chapter.

(Note: A Masonic Orphan is defined as a minor child who has lost his Master Mason father.)

As Masons and Eastern Stars we were taught in our Lodges and Chapters:

- ♦ to aid and assist our poor and distressed
- ♦ charity is the distinguishing characteristic of Masons
- ♦ that we promulgate the principles of Brotherly love and RELIEF, or, as Chapter members, we exemplify Electa's distinction of charity.

These duties are carried out both individually and through our Lodges and Chapters. Our local Bodies are the closest organizations to our members and the most likely to know when a Brother or Sister is in need. Thus, it is important that all Lodges and Chapters continually monitor their membership through personal contact, committees, surveys, etc. This fraternal concern our members *never* ceases.

Our Brothers and Sisters in distress may have many different needs. A member may need...

- ♦ a screen door repaired or a shelf replaced.
- ♦ assistance in shopping for groceries or prescriptions.
- ♦ transportation to the doctor.
- ♦ Companionship or visitation with quality time to combat loneliness, or just stay in touch.
- ♦ financial assistance.

This financial assistance application must be discussed and approved at a stated meeting and then forwarded to the Masonic Charity Foundation of Oklahoma. A copy should be retained for your records.

The Lodge or Chapter is counted upon, as a normal course of their business, to conduct an adequate investigation of all the facts surrounding this request for assistance. This investigation must include a personal visit with both the member and his/her family.

Answers to the questions on this form do not automatically determine the approval or denial of the application. This is information intended only to help the Foundation understand the recipient's needs.

The Lodge or Chapter, as a part of its fraternal commitment, is expected to provide what volunteer and financial assistance it can. Most needs are not financial. Many needs can be met by the local Lodge or Chapter sharing its time, talent, and its own financial resources with its member.

Occasionally, the need will be large enough for financial assistance from the Masonic Charity Foundation.

- ♦ When the need is financial, the **Promises Matter** program has two avenues to assist:
 - 1 - **Matching Funds** for the Lodge as it responds to the financial request.
 - 2 - **Direct grants** to the Brother or Sister on a temporary basis, if the matching funds are not sufficient.

Occasionally, the need will be for answers about which nursing home in town is the best; or answers to confusing questions about eligibility for community or government social programs.

- ♦ When the need is for information, the **Consultation and Referral** program furnishes hard to find information on local nursing homes and can explain rules and procedures to access community and government social programs.

In either case.....

- o Promises Matter and the Masonic Charity Foundation will help your Lodge or Chapter work to find a possible solution for your member.

Promises Matter Grant Application for Mary A. Gooden

Recipient - Information

Name Mary A. Gooden Date of Birth 1/2/1942
 Telephone: Preferred: ☒ Work ☐ Cell ☐
 Home Number: _____ Work _____ Cell (405) 555-1234
 Mail: _____
 Physical Address: 1234 S. Elm P. O. Box: _____ City: Somewhere State: OK Zip: 74000
 e-mail mag@gmail.us Fax No. _____
 Fraternal Relationship: Master Mason ☒ Hometown Lodge No. 560
 OES (Female) ☐ Chapter No. _____
 Master Mason's Name, Lodge Name and Number: Hewas A. Gooden FOR: Wife ☐ Mother ☐
 Widow ☒ Minor Child ☐
 Does applicant have any relatives that can assist with the request being made in this application?
 No ☒ Yes ☐ (If yes, give name and telephone number) _____
 Nearest Relative Not Living with Recipient: _____ Relationship _____ Telephone Number _____
 May we contact the above person about this application? No ☐ Yes ☐
 Does Recipient receive Medicaid? No ☒ Yes ☐ (If yes, give number) _____
 If yes, it is not necessary to complete financial information in Sections I & II on Pages 2 & 3 of this form.

Explanation of Need: Attach separate letter describing the needs and what caused the financial distress.

Lodge / Chapter Actions

Date of Stated Meeting Vote: February 29, 2017

(Lodge/Chapter contributions, Matching Funds, etc.)

Lodge donated \$500 from treasury and passed the hat raising an additional \$250 and applied for Matching funds in the amount of \$750. Total donation \$1,500.00

Needs Lodge/Chapter cannot provide and approximate cost: (attach copies of estimates, bills, etc.)

Bathroom door width needs to be increased to allow wheelchair entry. \$ 4,000.00
 _____ \$ _____
 _____ \$ _____
 Approximate Total Requested \$ 4,000.00

Lodge / Chapter - Information

Lodge/Chapter Name Hometown Lodge 560
 Mail: _____
 Physical Address: 501 S. Main Street P. O. Box: 560 City: Somewhere State: OK Zip: 74000

Lodge / Chapter - Contact Information

Worshipful Master (or) Worthy Matron Signature: _____
 Telephone: Preferred: ☐ Work ☐ Cell ☒
 Home Number: _____ Work _____ Cell (405) 555-9876
 e-mail bmaj@gmail.us Fax No. _____
 Secretary Signature: _____ (SEAL)
 Telephone: Preferred: ☐ Work ☐ Cell ☒
 Home Number: _____ Work _____ Cell (405) 555-5432
 e-mail omal@gmail.us Fax No. _____

Promises Matter Grant Application for Mary A. Gooden**SECTION I****Financial Information**

(NOTE: It is not necessary to complete this section if applicant receives Medicaid)

Assets

	Amount
Checking	\$ 105.00
Savings (Money Market, CD Value, Savings Acct, etc.)	\$ 300.00
Securities (Stocks, Bonds, etc.)	\$ 0.00
Real Estate	\$ 60,000.00
Vehicles	\$ 2,000.00
Retirement (Pension, 401K, IRA)	\$ 0.00
Life Insurance (Cash Value)	\$ 0.00
Other assets (List) <u>HHG</u>	\$
	\$
Total Assets:	\$ 62,405.00

Liabilities - secured

	Monthly Payment	Balance
Real Estate	\$ 0.00	\$
Other Real Estate	\$	\$
Vehicle #1	\$ 0.00	\$
Vehicle #2	\$	\$
Other: (List)	\$	\$
	\$	\$
	\$	\$

Liabilities - unsecured (Includes credit cards)

Creditor: (List) <u>hospital</u>	\$ 30.00	\$ 400.00
<u>pharmacy</u>	\$ 25.00	\$ 150.00
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total unsecured payments:	\$ 55.00	Total Liabilities: \$ 550.00

TOTAL ASSETS:	\$ 62,405.00
LESS: TOTAL LIABILITIES:	- \$ 550.00
NET WORTH:	\$ 61,855.00

Promises Matter Grant Application for Mary A. Gooden**SECTION II****Household Monthly Budget**

(NOTE: It is not necessary to complete this section if applicant receives Medicaid)

IncomeMonthly Amount

Salary/Wages	\$	0.00
Investment Income	\$	0.00
Retirement & Social Security	\$	1,400.00
Other (List)	\$	
	\$	
	\$	

Total Monthly Income: \$ 1,400.00ExpensesMonthly Payment

Home (Mortgage or Rent)	\$	0.00
Vehicle Loan	\$	0.00
Other Secured payments (from page 2)	\$	0.00
Unsecured payments (from page 2)	\$	55.00
Vehicle (fuel, etc.)	\$	50.00
Utilities - Electric	\$	125.00
Utilities - Gas	\$	75.00
Utilities - Water, etc.	\$	60.00
Telephone	\$	70.00
Food	\$	300.00
Medical - Hospital/Clinic	\$	40.00
Medical - Doctors	\$	0.00
Medical - Medications	\$	0.00
Insurance - Home	\$	90.00
Insurance - Medical	\$	0.00
Insurance - Life	\$	0.00
Insurance - Vehicle	\$	60.00
Other (List) R/E tax	\$	80.00
Other (List) yard	\$	50.00
Other (List)	\$	

Total Monthly Expense: \$ 1,055.00

DISCRETIONARY FUNDS:

\$ 345.00**SECTION III**Federal income taxes filed through 20 16.Additional owed? ☒ No
☐ Yes \$ _____

Has the undersigned been involved in a bankruptcy proceeding?

☒ No
☐ Yes Date _____**SECTION IV**

The financial information

SIGNATURES:Recipient Her

Date _____

Witness You

(Revised 5/30/12)

Student of Today / Teacher of Today

(SOT/TOT)

Program schedule: Visit your local public schools by March 1st

This program seeks to recognize exceptional students and teachers in local communities.

Step 1: Lodge receives program package in the mail

Every February, your lodge will receive a package announcing the open of the SOT/TOT program for the year. The package will contain instructions for the public schools in your area to submit nominations for their Student of Today/Teacher of Today winners.

Step 2: Lodge representative visits each assigned public school no later than April 1st.

Speak to a school principal, counselor, or superintendent about the program. Give them a copy of the nomination instruction sheet. Arrange a presentation date (usually a school awards ceremony.)

Step 3: Schools enter nominations online; Lodge confirms presentation arrangements.

For each nomination made, the lodge will receive a letter detailing the school name, winner names, presentation details, and the contact information for the school representative responsible for the nominations. It is important that the lodge contact the school at this time to confirm presentation details and to let the school know if a lodge member will be present at the awards assembly.

Each school receives a similar letter confirming the nomination and listing the lodge secretary's contact information.

Step 4: Certificates are mailed. (Check presentation dates!)

Each lodge has declared its preference for certificates mailed to the lodge or directly to the school. This election may be changed at any time by contacting our office.

Please note: Certificates are mailed to lodges so the lodge can be involved in the presentation of the awards. If your lodge commits to present certificates, please make sure representatives of the lodge are present at the school's designated ceremony. It is embarrassing to both the lodge and the Fraternity when a school calls our office to complain because the lodge did not attend the awards ceremony and students were not able to be recognized. If a lodge repeatedly no-shows an event or fails to deliver certificates promptly, future certificates will be mailed directly to the school.

Student of Today/Teacher of Today – continued

Step 5: Presenting the awards

Your lodge may vote to frame certificates or give cash awards. A lodge may apply for matching funds for awards to individuals that are over \$100 each.

If a lodge member is asked to speak as part of the award presentation, some possible talking points are:

- Masons have a worldwide membership of 6 million men.
- Masonic membership has included kings, emperors, and presidents (including George Washington).
- Masonic philanthropy is worldwide.
- Oklahoma Masonry supports several public education programs, including the Superintendent's Teacher of the Year, Arts Excellence Awards, and Payne Education Center teacher training workshops.
- Masons also provide scholarships and support for OETA, FFA, and other programs benefitting education.
- The Masonic Fraternity has established education endowments at every publicly funded university and college in Oklahoma.
- Masons infuse millions of dollars each year into charitable and educational efforts in Oklahoma.
- All Shriners are Masons and have other substantial charitable endeavors in Oklahoma and nationwide.

Your lodge may wish to host its award ceremony and invite students, parents, and teachers to the lodge or another facility for a reception or dinner. Arrangements for invitations to participants and their families are the responsibility of the lodge and may require coordination with the school.

Step 6: Thank school administrators and ask them to participate in other fraternity programs.

- Senior Essay Contest is available to all high school seniors. Cash prizes are given to statewide winning schools and students. (See page 37 for more details.)
- High School Ethics Bowl is a new initiative sponsored by the Fraternity and administered by the SEED Foundation. Cash prizes are given to winning schools. The lodge may wish to participate in fundraisers for student travel expenses. (See page 38 for more details.)

Student of Today/Teacher of Today – continued

Program Guidelines:

- Schools select SOT/TOT winners. Any reasonable criteria may be used, including GPA, citizenship, activities, etc. Every student/teacher nominated by the school will receive a certificate.
- Schools are asked to recognize one (1) male student and one (1) female student, but there is no limit to how many students a school may recognize.
- There is no deadline for nominations. However, we ask that two (2) weeks be allowed for processing and mailing. Certificates will not be mailed express or overnight due to postage cost.
- Electronic submission is required. Schools with more than eight (8) nominations may contact the Foundation office for a bulk submission template. Paper nomination forms will not be processed.

More information is available for teachers on our website! Go to www.mcfok.org, click “**Foundation Programs**” and find the link for **Student of Today and Teacher of Today**.

Masonry in Action Award

Application deadline is March 31st

The Masonry in Action Award has two primary purposes:

1. To recognize lodges who participate at an exceptional level in Masonic Charity Foundation programs, and
2. To encourage lodges to review their participation in MCF programs and see where they can do more!

Historically, approximately 10% of lodges apply for this award. With so few applicants, if your lodge has participated in MCF programs, you have a GREAT chance of being honored!

Program Highlights:

Two winning lodges are selected each year:

- One 'small' lodge (fewer than 100 members)
- One 'large' lodge (100 or more members)

Each winning lodge is honored with \$5,000 in grant funds to the charitable or educational cause of the lodge's choice. Grant funds may go to as many organizations as the lodge chooses. The lodge is encouraged to select organizations in its local area but can designate any charitable recipient. Past winners have chosen to give grant funds to public libraries, volunteer fire departments, public schools, community youth/family centers, and food pantries. This is about honoring your lodge and its charitable/community interests!

How are winners selected?

Each application is scored based on an objective set of criteria which measures participation in Foundation programs. To maximize your lodge's chances of being honored, we recommend the following tips. Not ALL of these things must be done to receive the Masonry In Action Award; this is just a guideline to see where your lodge can participate more fully:

1. **Utilize Promises Matter Grants AND Promises Matter Matching Funds.** Highest priority is given to lodges who fulfill the fraternal obligation to care for brothers and their families. You have \$12,500 in Matching Funds available to help a brother every year; have you checked with your absent brothers to see if they are in need?

Masonry In Action Award - continued

- 2. Support the Grand Master's Charitable Appeals.** For the last several years, these include the OETA and Food Bank campaigns. This may also include disaster relief campaigns and the new FFA Endowment campaign.
- 3. Interact with your public schools.** Do you encourage your local schools to participate in the Senior Essay and Student of Today programs? Does a member of your lodge personally attend the awards ceremony to present certificates to winners? Does your lodge offer prizes to winners or frame certificates?
- 4. Community fundraisers.** Make it a goal to maximize Matching Funds usage every year. Use every fundraiser as an opportunity to give your lodge community presence: is your lodge's charitable work featured in the local paper? Is the community present at awards ceremonies? Are you sharing pictures and lodge accomplishments on social media?

MASONIC CHARITY FOUNDATION PHOTO CONTEST

Send us your favorite photos representing Oklahoma, Freemasonry, Patriotism, Charity, Community, or anything else!

RULES AND SPECIFICATIONS:

- Submit photos **electronically** by **July 15th** via email to information@mcfok.org or compact disk/flash drive to *Masonic Charity Foundation, PO Box 2406, Edmond, OK 73083*
- Files must be JPEG or TIF file format.
- 300 dpi
- Landscape orientation is preferred.
- Submit files with the largest size/resolution possible to allow high-quality enlargement and reproduction.
- A brief narrative accompanying each photo is recommended. Include location/venue, names of individuals pictured, date, and event details.
- Photos, CDs, and flash drives will not be returned. Submission of photo entries constitutes express permission for the Masonic Charity Foundation to reproduce and publish photos.
- Winners will be required to grant release allowing winning photos to be published.
- Winning photos will be showcased in the Masonic Charity Foundation Annual Report calendar, at www.mcfok.org, and on social media sites.

Masonic Charity Foundation of Oklahoma
PO Box 2406
Edmond, OK 73083
information@mcfok.org

TIMELINE FOR SENIOR ESSAY CONTEST

August: Visit your local public High Schools at the beginning of the school year.

August: Senior Essay packets are mailed to all Oklahoma Lodges. **This essay contest is open to all seniors in Oklahoma Public Schools.** Lodges are instructed to deliver these packets to their local high schools. The deadline for essay entries is usually the end of October. Essays are then professionally graded in November and December with results being announced in late January or early February.

Here's what the Lodge needs to do to participate in this exciting program:

- **Once the packet is received by the Lodge in August, take the “teacher kit” to the High School English teacher by the first week of school.**
- Agree with the teacher on some date before the deadline on which you will pick up the essays or arrange for the school to mail the essays directly to the Masonic Charity Foundation. All essays must be postmarked on or before the deadline date. (Note, the deadline date is usually the end of October. Check the flyer for deadline date.)
- Send all essays to the Masonic Charity Foundation. The Lodge DOES NOT GRADE THE ESSAYS. All essays will be professionally graded in November and December.
- Local division winners will be announced by February. Certificates will be furnished for presentation by the Lodge for the local division winners in April.
- Your Lodge will also be notified if you have any statewide winners. Checks and certificates will be furnished for the statewide winners in April.
- In the Spring, contact your local school(s) to make arrangements to present the certificates at an awards assembly.

High School Ethics Bowl

Visit schools by September 1st

High School Ethics Bowl is a new initiative sponsored by the Fraternity in Oklahoma. It challenges students to study ethical dilemmas and compete with other teams in the form of a respectful debate. Teams across Oklahoma compete; the winning team travels to a national-level competition in April.

Schools can register more than one team. The registration fee is \$75 whether the team registers one team or more.

Any high school can participate.

The Oklahoma regional competition occurs in January or February of each year, at an Oklahoma college or university campus.

Lodge responsibilities:

- **Visit public high schools in your area as soon as possible.** A program information packet will be sent to your lodge in August detailing the registration process, competition dates, and Oklahoma competition location. Talk to a school principal, debate/speech team coach, English professor, or other faculty members who may be willing to serve as a team coach and encourage them to recruit a team to participate. The earlier you deliver the package, the more time they have to prepare their teams.
- **Determine if the lodge will provide funding assistance.** Each participating school is required to pay a \$75 registration fee to the national ethics bowl organization to be eligible to compete. Additionally, some schools may need assistance with transportation costs to travel to the Oklahoma competition. Matching Funds may be used for requests over \$100 per school.

School responsibilities:

- Register with the national ethics bowl organization at nhseb.unc.edu/registration/ by November 1st.
- Register with the SEED Foundation by November 1st (registration with both organizations is required.)
- Look for regional cases for the current year, rules, and resources to prepare your team on nhseb.unc.edu/resources/ Prepare your team!
- Coordinate with the lodge if fundraising assistance is required for the registration fee or travel expenses.

For more information, schools should contact prez@studentethicsbowl.org or 405-200-7382.